

Storm Water Drain Maintenance Agreement Procedures

If the Ottawa County Drain Commissioner's Office has determined that a Storm Water Drain Maintenance Agreement is required for your property or development, please complete the following procedure. Please note that to obtain an approved building permit from Georgetown Township to begin construction, an approved Storm Water Drain Permit must be issued by the Ottawa County Drain Commissioner's Office. In addition, the following procedure must be completed before the Ottawa County Storm Water Drain permit is issued.

1. Print the attached form.
2. Complete the form and sign it in the presence of a notary public. Have the notary also sign the document.
3. Attach a copy of the storm water drain plan and label it "Attachment A".
4. Bring the Agreement and attachment to the Township Office at 1515 Baldwin St., Jenison, Michigan to obtain the notarized signature of the Georgetown Township Supervisor. (Call 457-2340 for an appointment.)
5. After the form has been completed and signed by the property owner and Township Supervisor, bring the form and a check with the appropriate fee to the Ottawa County Drain Commissioner's Office. Their phone number is 616-994-4530 and their address is 12220 Fillmore, Room 141, West Olive, MI 49460.
6. The check should be made out to the "Ottawa County Register of Deeds" and the total fee is \$14 for the first page, plus \$3 for each additional page, plus \$3 for each page of the attachment.
7. The Ottawa County Drain Commissioner's Office will not grant final approval for a Storm Water Drain Permit until these steps have been completed.
8. The Ottawa County Drain Commissioner's Office will record the agreement.
9. If you have questions regarding this agreement or the procedures, call the Georgetown Township Building and Zoning Department at 616-457-2690.

STORMWATER OPERATION AND MAINTENANCE AGREEMENT
GEORGETOWN CHARTER TOWNSHIP
1515 Baldwin St., Jenison MI 49428

This Stormwater Operation and Maintenance Agreement is executed this date_____

between Georgetown Charter Township (“Township”), 1515 Baldwin St., Jenison, MI 49429 and

Person or company:_____

Address:_____.

The Maintenance Agreement is for property (“Property”) located at:

Address:_____

Permanent Parcel Number:_____

Legal Description (could be shown as “Attachment B”):_____

Owned (“Owner”) by:_____

The agreement is as follows:

The Owner agrees to maintain, repair and replace if necessary the stormwater drainage system on the Property **as shown on “Attachment A”** and shall be solely responsible for all costs necessary for the construction, establishment and maintenance of the stormwater system to be kept in a safe and functional condition on the Property. If the Township determines that any maintenance, repair or replacement is required for the stormwater drainage system on the Property and this work is not performed by the Owner, the Township shall make a written request for performance of the work. If the work is not performed within thirty (30) days after receipt of the written notice, the Township shall perform the maintenance, repair and/or replacement and take whatever steps deemed necessary for the stormwater drainage system to be kept in a safe and functional state with all costs to be paid by the Owner. The Township shall provide the owner with written verification of all costs incurred and the Owner shall pay this amount within fifteen (15) days after receipt.

Property Owner Initials_____ Date _____

[illegible]

On this _____ day of _____, 20____, before me, a Notary Public in and for said County, appeared William Holland, Georgetown Charter Township Supervisor, to me personally known to be the person described in and who executed the foregoing instrument and acknowledged the same to be his free act and deed.

_____, Notary Public
Ottawa County, Michigan
My Commission Expires: _____
Acting in _____ County

Prepared by: Georgetown Charter Township, P.O. Box 769, Jenison, MI 49429-0769

Once executed, this agreement shall be recorded with the Ottawa County Register of Deeds. Landowner or Developer shall pay all costs of recording and all legal fees incurred in the preparation of this agreement.

Property Owner Initials_____ Date _____